



**Code: 9718**

Family: Legal and Regulatory  
Service: Exempt  
Group: Exempt  
Series: Exempt

## **CLASS TITLE: INVESTIGATOR – ETHICS**

### **CHARACTERISTICS OF THE CLASS**

Under direction, provides legal advice, interprets and provides guidance on the City's Governmental Ethics Ordinance, the Campaign Financing Ordinance and related compliance related rules, conducts audits and investigations to ensure compliance with and enforcement of the ethics and campaign financing laws, and performs related duties as required

### **ESSENTIAL DUTIES**

- Receives requests for and gives guidance under the Governmental Ethics and Campaign Financing Ordinances and other compliance-related laws, rules, orders and regulations
- Receives and reviews written complaints alleging violations
- Interviews complainants, employees, and witnesses to gather facts and investigate alleged violations
- Researches case law and other relevant legal authority, examines records and analyzes case documentation to determine whether a violation may have occurred
- Prepares detailed reports of investigations conducted, including factual findings and legal conclusions
- Drafts opinions and prepares oral and written reports to inform other departmental legal staff and Board members of case dispositions
- Makes recommendations regarding determinations, sanctions, penalties or corrective action for violations
- Reviews disclosure forms required from elected officials, candidates for elected office, political or candidate committees, city officials and employees, vendors, and lobbyists for compliance with Governmental Ethics, Campaign Financing and other laws, rules or regulations
- Maintains confidential records of advisory opinions, investigations and related case documentation
- Participates in drafting rules and regulations and recommendations for policy changes, and informational materials and publications
- Participates in designing and teaching classes regarding the Governmental Ethics and Campaign Financing Ordinances or other compliance-related laws and orders
- Prepares work activity reports as requested

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an American Bar Association (ABA) accredited law school, plus four years of work experience in the legal profession as a licensed attorney, of which at least two years involves litigation or transactional experience

**Licensure, Certification, or Other Qualifications**

- Admission to **and good standing as an active attorney** in the Illinois Bar (or another state bar having reciprocity with Illinois)

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, scanners)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

**Knowledge**

Considerable knowledge of:

- City's Governmental Ethics and Campaign Financing ordinances
- applicable federal, state and local laws, regulations, and guidelines
- \*the legal system and the principles and practices of applicable areas of the law
- \*legal research methods, techniques, and resources
- \*evidence gathering and case building methods

Some knowledge of:

- City's organizational structure
- investigation methods, techniques, practices, and procedures
- record keeping and report preparation methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules and regulations

**Skills**

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE LISTENING** - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- **CRITICAL THINKING** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- **COMPLEX PROBLEM SOLVING** - Identify complex problems and review related information to develop and evaluate options and implement solutions
- **JUDGMENT AND DECISION MAKING** - Consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources

September, 2011